

**SECRET**

Records 6-2

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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Records Management and Distribution  
Branch

DATE: 19 November 1951

FROM : Chief, Administrative Services

SUBJECT: Vital Documents Repository

1. Attached is copy of memorandum dated 16 November 1951 from the Assistant Deputy Director for Administration on the above subject.

2. This memorandum was written at the request of Chief, Administrative Services in order that there will be a clear cut delineation of responsibility for the Vital Documents Repository. It is requested that the intent and spirit of this memorandum be carried out by the Chief, Records Management and Distribution Branch in fulfilling the responsibility in connection with the Vital Documents Repository. Any questions on interpretation should be brought to the attention of Chief, Administrative Services for further action.

Att.



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